

Tennessee Board of Court Reporting

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219
615/741-2687 or 800/448-7970
FAX 615/741-6285

CONTINUING EDUCATION UNITS REQUEST AND APPROVAL FORM

Complete the following information to apply for CEU credits for events not related to TCRA, NCRA, NVRA, AAERT, or other approved state association seminars. Seminars and/or events sponsored by third parties that have been TCRA, NCRA, NVRA and AAERT approved for CEU credit will be honored by TBCR.

Note: Before attending a seminar or event that is not TCRA, NCRA, NVRA, or AAERT related, approval must be obtained from TBCR in order for any CEU credits to be applied to your LCR transcript.

Fill out the request form below for approval of the event you would like to attend. One hour equates to .1 CEU for each approved event.

CEU APPROVAL REQUEST AND INFORMATION TO BE APPLIED TO LCR

Name: _____ LCR# _____

Email: _____ Phone Number: _____

Seminar/Event: _____

Seminar Sponsor: _____

Event Session/Topic: _____

Date of Event/Class: _____ City: _____ State: _____

Length of Event/Class (hours): _____ Total CEUs approved : _____

Reporter Signature: _____ Date: _____

Approved by: _____ Date: _____

REQUIREMENT

You must submit a **Certificate of Attendance** with the authorized signature of the sponsor representative as noted on the event agenda **and** an agenda from the event. The form is to be returned to Aaron Conklin or Debra Hayes, Tennessee Board of Court Reporting.